

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
All State Agencies

DATE: August 5, 2015

FROM: Louise Anderson-Sawtelle
Associate Controller - Operations

SUBJECT: Payroll Sign-Off For FY 2016 Pay Period #3 Ending 8/8/15
CPO 16-01

To ensure the timely processing of payrolls, you are required to “sign off” on all payrolls **no later than 12:00 pm on Tuesday, August 11, 2015.**

Payroll accounts can be transmitted on Friday, August 7, 2015 for agencies that have few exceptions.

The cooperation of each department and agency to adhere to the above schedule would be greatly appreciated.